

Region		Project Name				
SR	MP Limits	L Number	Contract Number	PS&E Number	PIN Number	Federal Aid Number
Reviewers						
<b>REVIEW ITEMS</b>			<b>Yes</b>	<b>No<sup>(1)</sup></b>	<b>N/A</b>	<b>REMARKS</b>
A. GENERAL						
1. Does PS&E title substantially agree with project title in Capital Construction Program so PS&E can readily be identified by its title in the program, and is title identical throughout the contract documents?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are all executed agreements and permits, referenced in the project file?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Were all permits and agreements executed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the OSC OEO Office minority/training goals letter in the project file?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is copy of executed Work Order Authorization in the project file, and was it executed on or prior to advertisement date?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is paths and trails (P&T) determination documented in the project file with backup computations?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is one ad copy of the plans, specifications, and all addenda in the design file?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does project file include R/W certification?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does project file include backup data showing how unit bid prices were determined for lump sum items, estimated items, or other bid items that have little or no historical cost data?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(1) Explain in remarks column or in attachment  
6/16/1999

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10. Is justification to use state forces documented in the project file? Is approval from the FHWA documented for New/Reconstruction/HOV on Interstate per Figure 340-2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does state force work comply with the \$30,000 limitation as governed by RCW 47.28.030 and 47.28.035?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is there project file documentation supporting use of and rates for incentive pay and does file document that OSC Construction Office was consulted prior to establishing rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is the project file documentation supporting use of and rates for nonstandard liquidated damages, and does file document that OSC Transportation Data Office and Construction Office was consulted prior to establishing rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Does addenda format and plan shading comply with addendum preparation guidelines provided to the regions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are addenda changes clearly identified and consistent with proposal, plans, wage rate, or other attachments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are addendum changes significant enough to warrant the addendum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is there justification or approval for proprietary items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is there justification for using state furnished materials, mandatory waste sites, and/or mandatory material sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Additional general review comments (use attachments if additional space is necessary):				
<b>B. PLANS</b>				
1. Are the plans clear, readable, and of good quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is "signer" sheet properly prepared with signed and dated seal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are landscape, bridge or structure, and consultant plans signed, dated and sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are the test borings located on the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are construction easements shown on the Plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewer's additional plan review items follow (use attachments if additional space is necessary):				
<b>C. CONTRACT PROVISIONS</b>				
1. Does the estimate include the appropriate sales tax?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2. Are description of work and material requirements addressed adequately to ensure proper construction of all work with nonstandard pay items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are there proper measurement and payment statements for all nonstandard items, and do they agree with the Proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is lump sum payment only used where extent of work is not likely to change, and can bidder determine the amount of work involved with these items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do the special provisions contain the correct DBE/MBE/WBE/training goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is Log of Test Boring provided for projects involving construction of bridges and other structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are "Required Contract Provisions Federal Aid Construction Contract" provisions included for federally funded projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Federal and/or state prevailing minimum hourly wage rates included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are Railroad Protective Liability forms included for projects requiring railroad insurance.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. If project includes alternate bids, does proposal provide for a base bid total and totals for each bid alternate, and do the special provisions state what award is to be based on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are Forest Service Provisions included for projects that require work within or adjacent to national forest reservations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Do the special provisions include the proper DBE/MBE/WBE forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is there a copy of Non-Collusion Affidavit and Certification for federal aid Contracts page in over \$100,000 for Federally Funded Projects.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is there a copy of proposal signature page and Subcontractor List page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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15. Is a copy of the geotech report available for the bidders to purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewer's additional contract provisions review items follow (use attachments if additional space is necessary):				
<b>D. ESTIMATE</b>				
1. Is the final copy of the engineer's estimate in the file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the estimate have proper federal aid number, improvement code and other pertinent data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has the Lump Sum Breakdown for Superstructure and/or Lump Sum Breakdown for Roadway Deck been forwarded to OSC Project Development Branch? (This applies only to federal aid projects over \$500,000. This dollar amount is the sum of the work done contractor amount and sales tax. It is used to prepare the quarterly federal FHWA-45 form report))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewer's additional contract provisions review items follow (use attachments if additional space is necessary):				

### PS&E Review Check List

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